



## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT



No. 115

Job Vacancy

December 21, 2006

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits for Colombia to be eligible for consideration.

OPEN TO:	All interested candidates
POSITION:	Administrative Assistant (OBO 04) FSN-07; FP-07*
OPENING DATE:	Thursday, December 21, 2006
CLOSING DATE:	Friday, January 5, 2007
WORK HOURS:	Full time; 40 hours/week
SALARY:	* Not-Ordinarily Resident: FP-7 (Position Grade: FP-7 to be confirmed by Washington) Ordinarily Resident: LCP/FSN-07
LENGTH OF HIRE:	Temporary position for 90 days with option to extend month by month

The U.S. Embassy in Bogota is seeking an individual for the position of Administrative Assistant in the Overseas building Operations Office (OBO).

### BASIC FUNCTION OF POSITION

The incumbent furnishes a wide range of administrative assistance to the Overseas Building Operations (OBO) Project Director (PD) and other OBO management staff for the construction project in Bogota. The employee is responsible to the Project

Director for administrative management of OBO's resources and activities, including but not limited to financial, procurement and supplies, shipping and travel, personnel, maintenance management for residential and official furnishings and office administration and management. The incumbent provides project support, coordinates logistics, assists and administers budget preparation and procurement activities.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Two years of college education in administration or accounting is required.
- b. Prior Work Experience: Five years of administrative work experience, at least six months of which is construction-related work, is required.
- c. Language Proficiency: Spanish level 4 (Fluent) is required. English level 4 (Fluent) is required.
- e. Knowledge: A thorough knowledge of office management functions and customer service is required.
- f. Skills and abilities: Good customer service skills are required. Demonstrated skills in the use of computer word processing; Word, Outlook, Excel, and bookkeeping software are required.

## **ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current Locally Employed Staff (LES) are not eligible to apply for jobs until they complete six months of service.
- 3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)  
<http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:  
<http://bogota.usembassy.gov> under "Recursos Humanos - Vacantes".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.

## SUBMIT APPLICATION TO

American Embassy Bogotá  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees may submit the employment application to the Human Resources Office receptionist.
- Outside applicants may submit the employment application to the Embassy receptionist or mail to the address above, but application must arrive in the Embassy reception by the deadline. For timely receipt other options include FEDEX, DHL, etc.

- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

## DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority, and who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted his/her main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an

American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. Foreign Service National (FSN): A citizen of the host country.

**CLOSING DATE FOR THIS POSITION: FRIDAY, JANUARY 5, 2007**

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

OBO ADMINISTRATIVE ASSISTANT.DOC (OBO-04)

